

<b>REPORTS INVENTORY</b>					CONTROL NO.	
PREPARE IN DUPLICATE					DD/S&T/ORD - 8	
1. TITLE OF REPORT (If a fill-in report include Form No.)					2. TYPE OF REPORT	
Weekly Activities Report					<input checked="" type="checkbox"/> STATISTICAL	
					<input checked="" type="checkbox"/> NARRATIVE	
					<input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		<input checked="" type="checkbox"/> ADMIN. GENERAL OTHER (specify)
		LOGISTICS		SECURITY		
		MEDICAL		FINANCE		
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)	
10		Weekly			9	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Listing		<input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO.			D/ORD	
		<input checked="" type="checkbox"/> NO				
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
Office						
<b>12. COST FACTORS</b>						
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
6	3.50	4		14.00	52	\$728.00
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>						
TOTAL COSTS PER YEAR						\$728.00
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
Used to inform management of engineers plans for coming week and provides an approval mechanism for travel requests.						
<b>14. FUTURE GOALS</b>						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)					MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE						
<input type="checkbox"/> DISCONTINUE						25X1
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION
16 Oct. 1970						